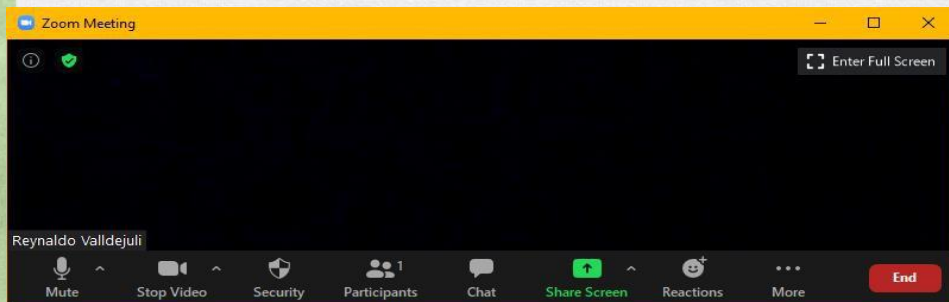


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.



EdLink Office Hours

July 1, 2021

Visit the [EdLink 360 support page](#)
for copy of the webinar deck.

Agenda

- EdLink Training Series & Progress Updates
- EdLink 360 Reported Issues & Reminders
- 2020-21 Close Out and 2021-22 Start Up Actions
- 2021-2022 Parallel Data Collection Next Steps & Reminders



EdLink Go Live Supports & Progress Updates

EdLink Go Live Training Series

Data Systems & User Support team is committed to support the LEA data managers continued use of EdLink with a strategic set of training opportunities through the months of June & July:

Training Session Topics	Timeline
Files Extracts Submitted to EdLink File Processing & Record Rejection dashboards	week of June 21st
EdLink Security: Access steps; Roles & Permissions File Processing & Record Rejection dashboards	week of June 28th
Data Quality Dashboard demo & tips on error resolution	week of July 5 th *

* LDOE will be providing pre-recording training for the week of July 5th and canceling zoom invites for that week.

LEA User Set Up & File Progress Tracking

EdLink Data Submission & Access Progress						
Submitting Extracts EdLink 360	Submitting Calendar Extracts	Submitting Student Extracts	Submitting Transcript Extracts	Submitting K3 Assessment Extract	Submitting Staff Extracts	Accessing Dashboards (last 30 days)
48%	47%	44%	30%	31%	30%	64%

Additional progress tracking measures through June & July:

- LEAs are submitting the following files to EdLink
 - Calendars, Students, Staff, K3 Assessment & Transcripts
- LEAs are reducing the number of file and data quality errors weekly
- LEAs are participating in weekly training opportunities



EdLink 360 Reported Issues & Reminders

Staff Extract Questions Under Review by LDOE

Requested Changes Under Review:

- Remove Object & Function from staff_assignments_ext extract (already on payroll)
- Move annual minutes to payroll extract

Question Under Review:

- Does an employee really need a contract for each site?

Problem to Solve: SIS files and Payroll files generate from different sources/vendors. Keeping those updated is a problem. It would be helpful for staff assignments to only come from Student Information vendor instead of a combination.

Staff Extract Reporting Options

Project Risks:

- LDOE discussed various changes internally and with our EdLink vendor. Updating extracts at this late time creates a need for large scale changes in the ETL, data warehouse table structure, file validation progress, advanced data quality and reporting dashboards
- **Changes to extracts at this time are not being considered due to this identified risk.**
- Additional risk of vendors across the state not being able to make changes and be ready at this late stage

Options & Recommendations:

- School systems identify windows of time throughout the year where this information can be submitted and synced across staff, assignments, classes, and payroll (RECOMMENDED)
- School systems focus (as they have with legacy PEP) on submission of this data twice a year and during snapshots
- Keep all staff extracts submitted with a continuous flow of data (PREFERRED)

Local School Key Record Rejections

PROBLEM: The description for the LOCAL_SCHOOL_KEY was documented in the K3 Assessment extract as the “3-digit” site code. It should have been shown as the “6-digit” site code. Records are coming across with the 3-digit sponsor code rather than the **6-digit site code**.

- The *K3.assessment.tsv* extract was updated on posted on 6/16/21 on the EdLink 360 support page.

NOTE: Beginning next week, LDOE will reject records that do not contain a 6 digit site code in the LOCAL_SCHOOL_KEY field. These rejections will be done in Attendance, K-3 and Discipline extracts

Jcampus has already implemented this change. Powerschool is in the process of implementing now. We did not note the problem with OnCourse.

Snapshot Calendar for 2021-2022

Application systems:

Data is reported during scheduled collection periods with specific open/close dates

EdLink 360: Data is reported daily (when available) with snapshots taken at specific times during the school year

SNAPSHOT PERIODS:

FALL

SPRING

END-OF-YEAR

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Verification Systems: eScholar Uniq-ID, eScholar DirectMatch, eScholar StaffID Other Systems: Special Education Reporting (SER), Sponsor Site (SPS), Compass (HCS)											
	Oct 1 MFP/IDEA					Feb 1 MFP					
	K-3 ASSESSMENTS										
	Oct 1 CLASS								CVR		
	LEAP 2025 Fall Assessments					LEAP 2025 Spring Assessments					
End-Of-Year TRANSCRIPTS (Prior Year)						Mid-Year TRANSCRIPTS			End-Of-Year TRANSCRIPTS		
								Final Student Submissions End-Of-Year			
Final Staff Submissions End-Of-Year (Prior Year)									Final Staff Submissions End-Of-Year		
AFR System End-Of-Year (Prior Year)											
Student Dropout Corrections (Prior Year)											

PII Permissions & EdLink Update

In EdLink LEAs will have access to student information, and LDOE staff are protected from it. This is accomplished through Permissions in EdLink Security.

- Initially when getting set up we asked data managers to request Data Analyst access with K12 permissions
- To access student PII in dashboards and drills, data managers will need to go back in to EdLink Security and request the following permissions (where appropriate)

Student Name	<input type="checkbox"/>
Student SSN	<input type="checkbox"/>
Student Address	<input type="checkbox"/>
Student DOB	<input type="checkbox"/>

Powerschool will implement an update overnight to fix the PII permissions. LEAs should test their access in the morning and report any remaining issues to LDOE.

EdLink Reported Issues Tracking

- **LDOE Process to Issue Resolution:**

- Issue is received via email from data manager; clarifying questions are asked
- Ticket is generated in Data Systems & User Support tracking system; work is assigned to staff or vendor
- Staff completing work often engages others to ensure approach and fix will address the error/issue
- Work is complete and reviewed/signed off by manager
- Fix implemented: immediately or on release schedule

NOTE: ADQ updated are implemented once per week on Fridays by PowerSchool.

EdLink Usage and Data Dashboard Step by Step

File extracts should be uploaded to the PowerSchool sFTP server daily, no later than **7:00pm**. Files are processed and results are available in EdLink 360 by **7:00am** the following morning

EdLink 360 Usage and Data dashboards should be reviewed in the following order:

- 1. File Errors** – errors that prevent the file from being processed
e.g. invalid file signature, invalid file name, required columns missing, etc.
- 2. File Record Rejection** – errors that prevent the record from being loaded to the data warehouse
e.g. data type mismatch, duplicate records, data exceeds defined column length, etc.
- 3. Data Quality** – Advanced Data Quality (ADQ) checks that are LDOE specific and run after the data has loaded to the data warehouse as they often involve comparing different data points.
e.g. US entry date checks, invalid ethnicity/race flags, school with no enrollments, LASID does not exist, etc.

2021-22 System Enhancements

LDOE is working with EdLink vendor to program 2021-22 enhancements.

- Testing will occur through the month of July

CUR Redesign FINAL Course List

- Updates from the original version posted are in **RED**
- Currently vetting CTE, CDF, VAM & Interest & Opportunities courses with LDOE teams for 21-22 SY
- Final review of certification areas for courses
- Outstanding course code questions under review: Middle school Algebra, ROTC branch breakouts, & middle school elective

LDOE has established a course code working group to address questions from the field. Please send any questions regarding the course list. We will work with the appropriate content team to get answers for you or your staff.



2020-2021 eScholar and Legacy System Closeout and 2021-2022 Startup Timeline



2020-2021 eScholar and Legacy Systems EOY Closeout

July 5:

- Final 2020-2021 enrollments should be submitted to eScholar **Uniq-ID** (year-round schools)
- Final 2020-2021 staff data should be submitted to eScholar **StaffID**
- Ensure all updates have been made in **PEP EOY**.

July 6:

- **Uniq-ID, DirectMatch and StaffID** will be closed for the 2020-2021 school year and no further updates can be made

July 7-18:

- 2021-2022 New School Year: eScholar Uniq-ID, DirectMatch, StaffID systems are unavailable

July 19:

- 2021-2022 New School Year: Begin submitting **Uniq-IDs** for 2021-2022 school year
- 2021-2022 New School Year: Begin submitting **StaffIDs** for 2021-2022 school year
- 2021-2022 New School Year: School systems can begin running **DirectMatch** (1st SNAP/TANF files for 2021-2022 school year)



2021-2022 Startup Timeline for the eScholar DirectMatch System

July 19: 2021-2022 New School Year - eScholar DirectMatch system (Version 2020)

- New URL- DirectMatch will no longer be accessible within the eScholar SecureID screen/application
- The User's Email address will be used for login (e.g. PollyPelican@coastlineschools.org)
 - **June 14-18:** LDOE reached out to security coordinators and DirectMatch users to verify the email address in the contact list is up to date. (Posted on [System Support Page](#))
- Users will have the ability to reset their password within the application
- Will handle multiple program types (SNAP, TANF, Medicaid, etc.)
- Will be able to match student(s) through file upload, online entry, individually by LASID or address
- Will be able to identify DC extended children (siblings or children living in the same household; enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster care)
- Will be able to calculate Identified Student Percentage (ISP), view and submit Population and Elections data for Community Eligibility Provision (CEP)



2021-2022 Startup Timeline for the eScholar DirectMatch System

- eScholar will provide User training for eScholar DirectMatch
- The Registration link are listed below and posted on the [System Support page](#) and [CNP site](#)
 - **Session 1** - Monday, July 19 10:00 -12:00 noon
 - Registration: https://escholar.zoom.us/webinar/register/WN_qtISe5ObSya6PWcR00I13w
 - **Session 2** - Monday, July 26 10:00 - 12:00 noon
 - Registration: https://escholar.zoom.us/webinar/register/WN_Nllg_LnPT-6idHwNvrLJig
 - **Session 3** - Friday, August 20 10:00 -12:00 noon
 - Registration:
https://escholar.zoom.us/webinar/register/WN_ZR7V1c-ISDy9wQc4swAJew

After registering, you will receive a confirmation email containing information about joining the webinar.

Please contact Jayanthi.Sothirajah@la.gov with questions.



2021-2022 Startup Timeline for the eScholar DirectMatch System (contd.)

- School systems can begin running DirectMatch **after** 2021-22 expected student enrollments have been submitted to eScholar SecureID
- During the system rollover, the June SNAP/TANF file will be loaded to DirectMatch. This is the 1st file in the series for the 2021-22 school year.
- July - September 2021: School systems are responsible for running eScholar DirectMatch, resolving near matches and loading the data into their local systems.
- October - June: LDOE will run a statewide DirectMatch and provide the batch number to school systems. School systems will be responsible for resolving their near matches and loading the data into their local systems.
- The [System Support page](#) contains DirectMatch resources (DirectMatch User Guide, SNAP/TANF monthly update schedule, Sample Income survey for CEP schools, FAQ, upload/download templates, training slide deck/recording, etc.)



Data Sharing Agreements



PowerSchool Data Sharing Agreement

The 2021-22 Data Sharing Agreement for PowerSchool (Formerly known as Hoonuit) is available now – **Please complete prior to submitting your historical data**

- Use this [link](#) to download the Data Sharing Agreement
- Use this [link](#) to download the PowerSchool addendum
 - Get the appropriate signatures for the addendum and scan
- Use this [link](#) to submit the completed PowerSchool addendum to LDOE



EdLink 360 - Passing of Historical Data



Passing of **2019-20** Historical Student Data to EdLink

Security Coordinators should review the [Guidance for the submission of the 2019-20 and 2020-21 historical data](#) and complete the steps required to submit your historical data

June 30:

- LDOE created a zipped folder of **2019-20 student** historical data and dropped on the [DM FTP](#) (1 zipped folder with multiple files - Folder should not be opened)
Folder: *Historical Data for EdLink* **Filename:** *LEACODE_2019-20_historical_data*

June 30 - July 19: School systems will download their zipped folder of **2019-20 student** historical data from the [DM FTP](#) and upload to PowerSchool sFTP server

PowerSchool sFTP Folder: `./SIS_Extracts/SIS`



2019-2020 Passing Historical Data to PowerSchool sFTP

Once your school system has submitted your 2019-2020 Historical Data to the PowerSchool sFTP, please complete the [2019-2020 *Historical data submission verification form*](#)

2019-2020 Passing Historical Data to PowerSchool sFTP

Name *

First NameLast Name

Email *

example@example.com

Phone Number *

-

Area CodePhone Number

I hereby certify that the 2019-2020 Historical Data has been submitted by this school system. *

▼

Submit



Passing of **2020-21** Historical Student Data to EdLink

Security Coordinators should review the [Guidance for the submission of the 2019-20 and 2020-21 historical data](#) and complete the steps required to submit your historical data

Aug 6: LDOE creates zipped folder of **2020-21 student** historical data and drops on the [DM FTP](#) (1 zipped folder with multiple files - Folder should not be opened)

Folder: *Historical Data for EdLink* **Filename:** *LEACODE_2020-21_historical_data*

Aug 6 - Aug 20: School systems will download their zipped folder of **2020-21 student** historical data from the [DM FTP](#) and upload to PowerSchool sFTP server

PowerSchool sFTP Folder: `./SIS_Extracts/SIS`

Aug 6 - Sep 3: PowerSchool completes the load of all historical **student** data to EdLink 360

If **2019-20** and **2020-21** historical data is not dropped on PowerSchool sFTP server for loading to EdLink, you will not be ready to submit data to EdLink for the 2021-22 school year.



Passing of **2019-20** and **2020-21** Staff Historical Data to EdLink by Direct Connection

August 27: 2020-21 PEP EOY collection will close

September 3 - September 20: Staff data will be passed through direct connection of PEP and EdLink.

- The loading of staff data can occur at any time when EdLink opens for the 2021-22 school year and will not be dependent upon the loading of prior year staff that is being captured by direct connection



Dropout Corrections



Dropout Corrections

July 19 - August 1:

- SIS 2020-21 EOY will reopen for correcting potential dropout data and for exiting students who have completed graduation requirements

After August 1 - early December

- A Dropout Corrections dashboard will be available in EdLink 360 for correcting potential dropout data and for exiting students who completed graduation requirements during the regular school year and summer school (by August 31, 2021)
- A Dropout Corrections User Guide and additional details will be provided by August 1



2020-2021 Parallel Data Collection Next Steps & Reminders

2020-21 Parallel Data Collection Next Steps...

- Continue to submit EdLink 360 extracts regularly, report system errors or issues, and review identified/resolved issues tracker posted on the [EdLink 360 support page](#).
- Ensure Staff IDs are submitted, EdLink security coordinators are in place, and data managers are set up with Data Analyst K12 to access EdLink dashboards.
- Interact in the dashboards, become familiar with navigating, and review available reporting dashboards.
- Reach out to Data Systems & User Support team for one on one training and support through the EdLink submission process.
- Continue with 2020-2021 parallel data collections
 - Legacy systems
 - EdLink 360

EdLink 360 Office Hours

- EdLink Office Hours **10:00 am**
- Thursday 7/8, 7/15, 7/22, 7/29
- <https://ldoe.zoom.us/j/96068167577>

Data Coordinator Office Hours

- Data Coordinator Office Hours **1:00 pm**
- Thursday 7/8, 7/22, 7/29
- <https://ldoe.zoom.us/j/93069704449>

Data Coordinator Monthly Webinar

- Data Coordinator Webinar **1:00 pm**
- Thursday 7/15
- [Registration Link](#)